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WAR FOOD ADMINISTRATION  
FOOD DISTRIBUTION ADMINISTRATION  
WASHINGTON 25, D. C.

June 24, 1943

COMPLIANCE BRANCH MEMORANDUM NO. 3

To: Regional Administrators and  
Chiefs of Regional Compliance Divisions

From: J. M. Mehl, Chief, Compliance Branch

Subject: Monthly Statistical and Narrative Reports on Violations of Food  
Distribution Orders and Programs

There are attached forms and instructions for monthly statistical reports on compliance operations in connection with Food Distribution Orders and programs. It is believed that the information contained therein will assist the regions in maintaining a current picture of the compliance situation. The reports will above all, enable the Compliance Branch in Washington to evaluate the over-all situation on the compliance front, to coordinate regional compliance policies and programs and on the basis of such information to assist the Regional Administrators in solving special compliance problems. The reports will also enable the Branch Chief to furnish information on enforcement operations in connection with the Administration's programs to the Director of Food Distribution and the War Food Administrator.

The statistical report forms have been designed to enable each section (Investigation, Accounts and Audits, and Review and Proceedings) to prepare its respective report. The breakdown by Food Distribution Orders and programs is deemed important since it may disclose need for amendments to certain orders or programs or the desirability of a different approach to their administration. Different procedures may be in use in several regional offices in connection with complaints or reports of alleged violations which are handled informally through education, visitation or correspondence other than the warning letters prepared by the Regional Attorneys in accordance with Section 6200 of the Manual of Enforcement of Food Orders Administered by Food Distribution Administration. To insure uniformity in reporting cases of this character which are not made the subject of formal investigations or audits, their total number should appear in column (13) of the Report on Work of Review and Proceedings Section. The reports from the Investigation and the Accounts and Audits Sections, and the earlier portions of the report of the Review and Proceedings Section are to be based on the formal investigations and spot checks which are made by members of the staff of the Investigation or Accounts and Audits Sections of the regional office. A summary of spot check surveys made by other personnel of the regional office or by State or area personnel, of which reports have been made pursuant to Compliance Branch Memorandum No. 2, should be made by the Review and Proceedings Section. For this purpose, columns (12) to (15) inclusive of the form prepared for the Investigation Section may be used with a descriptive heading in writing.

The report forms are designed to give both administrative information on case-loads and the disposition of cases. The former monthly administrative reports required by the Violations and Complaints Division and the Accounts and Audits Division are hereby discontinued.

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The narrative report is to be an explanation of and supplemental to the statistical report. It will point out in some detail the Regional Administrator's experience with the Administration and enforcement of the various Food Distribution Orders and programs. An important phase to be covered is the educational work performed or planned at the regional, State and county levels, and the methods and media employed in this respect. The effect of certain Food Distribution Orders upon those affected as well as their comments and reactions and the principal sources through which violations are reported, are other important items to be covered.

Two copies of each report are to be submitted to the Chief of the Compliance Branch as soon as possible after the last day of each month and not later than the tenth day of the following month.

*J. M. Meade*



WAR FOOD ADMINISTRATION  
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Instructions for Filling Out Statistical Report Form FDA-530

This report is to be prepared as of the close of each month and mailed not later than the 10th of the following month.

Information in the upper portion of the form is to be classified by the categories listed or other categories shown in the legend below. For the purpose of identification the items have been numbered and brief explanations follow:

Item (1). Insert the total number of cases (those in which a case file has been set up for investigations requested by the Chief of the Regional Compliance Division, the Washington office, or other sources) which were pending investigation on the first day of the month. Specific requests for spot checks to be made by the Investigation Section staff are to be included.

Item (2). Insert the total number of cases, including specific requests for spot check investigations, received for investigation from all sources during the month.

Item (3). Insert the totals of items (1) and (2).

Item (4). Insert the total number of investigation reports and reports of spot checks made by the investigation staff which were prepared and approved during the month.

Item (5). Insert the total number of cases (assigned and unassigned) which are pending investigation at the end of the month.

Item (6). Insert the total number of cases which have been assigned to Special Agents for investigation and on which no final report has been prepared and approved.

Item (7). Insert the total number of cases which have not been assigned for investigation. The aggregate of items (6) and (7) will equal the total of item (5).

In items (1) through (7) do not include as new cases those wherein reinvestigation is required only to obtain additional facts concerning apparent violations. Include as new cases, however, reinvestigations in connection with newly discovered apparent violations.

Item (8). Show the particular program or food order which was the subject of the investigation and report, as Food Distribution Order No. 1, 2, 11, 52, etc., Lend Lease, Diversion, Marketing, etc.

Items (9), (10), and (11). The following is illustrative of the manner in which this part of the report should be prepared. If the report is to reflect that ten Lend Lease investigation reports were prepared and passed to the Review and Proceedings Section during the month, this information would be set forth as follows. Column (8) would show Lend Lease, column (9) and (10) would each show 10; and column

(11) would list none. If, however, any of the cases were referred directly to Washington for action without prior reference to the Review and Proceedings Section in the regional office, the number of cases so referred would be listed in column (11) and the number listed in column (10) would be correspondingly reduced. For example, personnel cases originating in the Washington office and cases involving the tobacco program would be shown in column (11).

Items (12), (13), (14), and (15). Spot check investigations: If during the month 35 reports on Food Distribution Order No. 11, for example, were prepared and approved, with each report reflecting that three firms were checked, thus making a total of 105 firms checked, and if none of the firms was found in violation, this information would be set forth as follows: Column (8) would show Food Order No. 11; column (12) would show 35; column (13) would show 105; column (14) would show 105; and column (15) would show none.

If, however, some of the firms, say 25, were found in violation, the information would be set forth as follows: Column (8) would list Food Order No. 11; column (12) would list 35; column (13) would list 105; column (14) would list 80; and column (15) would list 25.

The aggregate of columns (9) and (12) will equal the total of item (4).

#### Legend

F O - Food Distribution Order  
L L - Lend Lease  
D S - Direct Sale  
Div - Diversion  
Mkg - Marketing Agreement and Order  
F S - Food Stamp  
Per - Personnel  
D D - Direct Distribution  
ScL - School Lunch  
ScM - School Milk  
Pur - Purchase  
R C - Red Cross  
TEP - Territorial Emergency Program  
Spl - Special Case  
Tob - Tobacco

[illegible]



Legend

F O - Food Distribution Order  
L L - Lend Lease  
D S - Direct Sale  
Div - Diversion  
Mkg - Marketing Agreement and Order  
F S - Food Stamp  
Per - Personnel  
D D - Direct Distribution  
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ScM - School Milk  
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Instructions for Filling Out Statistical Report Form FDA-531

This report is to be prepared as of the close of each month and mailed not later than the 10th of the following month.

Information in the upper portion of the form is to be classified by the categories listed or other categories shown in the legend on the back of the form. For the purpose of identification the items have been numbered and brief explanations follow:

Item (1) includes unassigned cases and cases on which final reports have not been prepared and approved.

Item (2) includes cases assigned by the Washington office to the regional office for audit, cases arising from complaints received direct by the regional office and from requests from State or area representatives, and spot check investigations by accountants.

Item (3). Insert the totals of items (1) and (2).

Item (4). Insert the total number of audit reports and reports of spot checks made by the Accounts and Audits Section which were prepared and approved during the month.

Item (5). Insert the total number of cases (assigned and unassigned) which are pending audit at the end of the month.

Item (6). Insert the total number of cases which have been assigned to accountants and on which no final report has been prepared and approved.

Item (7). Insert the total number of cases which have not been assigned for audit. The aggregate of items (6) and (7) will equal the total of item (5).

Item (8). Show the particular program or food order which was the subject of the audit and report, as Food Distribution Order No. 1, 2, 11, 52, etc., Lend Lease, Diversion, Marketing, etc.

Item (9). The total of item (9) will equal the total of item (4).

Item (10) includes reports on which action is taken in the regional office. (Copies of these reports are to be sent to the Washington office).

Item (11) includes reports which are sent direct to Washington without action being taken by the regional office. These will include reports such as audits of milk marketing administrators, system reports, etc.

The aggregate of items (10) and (11) will equal the total of item (9).

MEMORANDUM FOR THE RECORD

Subject: [Illegible]

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## Date Submitted \_\_\_\_\_, 194

### Disposition of Completed Audit Reports

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Legend

F O - Food Distribution Order  
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F S - Food Stamp  
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Spl - Special Case  
Tob - Tobacco

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Instructions for Filling Out Statistical Report Form FDA-532

This report is to be prepared as of the close of each month and mailed not later than the 10th of the following month.

Information in the upper portion of the form is to be classified by the categories listed or other categories shown in the legend on the back of the form. For the purpose of identification the items have been numbered and brief explanations follow:

Item (1). Show the number of cases received for review from the Accounts and Audits and Investigation Sections which were pending recommendation on the first day of the month. Complaints or reports of alleged violations wherein decision has not been reached as to whether they should be handled by investigation or audit, or by education, visitation, or correspondence are not to be included.

Items (2) (a), (b), and (c). Show the number of cases received from the Accounts and Audits and Investigation Sections, respectively, and the aggregate of both.

Item (3). Show the number of recommendations made during the month by the Review and Proceedings Section for administrative or court action, warning, or dismissal, following investigation or audit.

Item (4). Show the number of cases received from Investigation and Accounts and Audits Sections pending at the close of month in Review and Proceedings Section in which recommendations have not yet been made; this entry will appear also under item (1) in the report for the succeeding month.

Item (5). Insert number of Food Order, or name of program under which action is taken, e. g., FDO No. 1, 2, 11, 52, etc., Lend Lease, Marketing, etc.

Item (6). The total of column (6) will equal the total of item (3).

Items (7), (8), (9), and (10). See sections 6100-6400, Manual on Enforcement of Food Orders Administered by FDA, concerning the various types of cases and their disposition.

Item (11). Number of cases returned by Regional Attorney for Clarification, supplemental investigation, additional information, or reconsideration.

Item (12). Number of cases returned by Regional Attorney without action.

Item (13). Number of cases disposed of informally without investigation. (First two sentences, section 6000, Enforcement Manual.)

NOTE. In accordance with paragraph 2 of Compliance Branch Memorandum No. 3, the Review and Proceedings Section is to prepare a summary of spot check surveys not made and reported by the Investigation or Accounts and Audits Section. For this purpose columns (12) to (15) inclusive of the report form prepared for the Investigation Section (Form FDA-530) should be used, with an identifying heading.





## Date Submitted . 194

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Legend

F O - Food Distribution Order  
L L - Lend Lease  
D S - Direct Sale  
Div - Diversion  
Mkg - Marketing Agreement and Order  
F S - Food Stamp  
Per - Personnel  
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